

FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION
CHAIN OF CUSTODY FORM

Date: <u>1/24/2022</u> Customer: <u>SO-DIST</u> RQ: <u>RQ-2022-01-24-23</u>	Collected By: <u>Nicole Reistad, Monica Jaeger</u> Sampling Agency: <u>FDEP</u> Project ID: <u>SMP</u>
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PLEASE RETURN THE ORIGINAL OF THIS FORM WITH SAMPLE SUBMITTAL
FORMS AND THE COOLER PACKING WORKSHEET TO THE LAB

Number of Coolers Shipped: 2

Delivery Method: FedEx

FIELD ID (Labels) submitted under this RQ for this collection date.

Site Location	Field ID/WIN ID
Shell Cr. @ SR 31	 G3SD0125
LeeBranchAtDuncanRd	 G3SD0211
Myrtle Slough @ Bermont	 G3SD0181
LeeBranchAtRailroad	 G3SD0212
FB	 FB_01242022
G3SD0214	 G3SD0214
G3SD0213	 G3SD0213

RELINQUISHED BY(SIGNATURE):



DATE/TIME: 1/24/2022

1330 EST

THIS SECTION TO BE COMPLETED BY LABORATORY

Rec'd/Inspected By:

**Rec'd/Inspected
Date:**



RQ-2022-01-24-23	Collected By: Nicole Reistad, Monica Jaeger
Customer: FDEP	Field Report Prepared by: Nicole Reistad, Monica Jaeger
Project ID: SMP	Sampling Agency: FDEP
WIN ID/Field ID:  WIN ID/Field ID: G3SD0125	Comments: Microbiology sample(s) submitted to contract laboratory.

Location:**Location:** Shell Cr. @ SR 31

Matrix: Fresh

(Check One) ☒ Grab ☐ Composite

Date and Time {EST}	DO (mg/L)	DO (%SAT)	Temp. ©	pH	Sample Depth (m)	Secchi Depth	Total Depth (m)	Sp COND (µmhos /cm)	Salinity (PPTH												
1/24/2022 905	6.25	59.1	12.7	7.11	0.3	0.6	0.6	1138	0.57												
Parameter Suite		Parameter Methods				Preservation		pH Check		# Bottles sent to Lab		Bottle Group									
Preserved Nutrients (P-500ML)		W-NH3 / W-NO2NO3 / W-TKN / W-TOC / W-S-A-TP				Ice		H2SO4*			<2										
		Lot #				Exp:															
Metals (P-500ML)		x	W-ICPMS		x	W-ICP		x	W-HARD		x	Ice	x	HNO3*							
		Lot #		NA1105100		Exp:		06/07/22		X	<2	1		A							
Filtered Nutrients (P125ML)		W-PO4-F		Field Filtered 0.45 µm Filter		Ice															
		Filter Lot #		Syringe Lot #																	
BOD (BP-1L)		OV-BODUNIN				Ice															
Chlorophyll (BP-1L)		CHLSUITE-W				Ice															
Physical/Aggregate (Fresh) (P-1L)		Alkalinity / W-F / W-TSS / TURBIDITY / W-Cl-IC / W-COLOR / W-SO4-IC / W- TDS				Ice															
Physical/Aggregate (Marine) (P-1L)		Alkalinity / W-BR-IC / W-F / W-TSS / TURBIDITY				Ice															
Macroinvertebrates (PJ-2L)		MI-FW-QLDC	Formalin Lot #		Formalin																
Periphyton (PT-50ML)		ALGAE-ID				Ice															
Microbiology (Contract Lab Bottle)		X	E Coli			F Coli									Enterococci		x	Ice		1	A
		X	Contract Lab																		
Molecular (QPCR-P-500ML)		PCR-HF183		PCR-BacR		PCR-DG3		Ice													
		PCR-GULL2		PCR-GFD																	
Tracers (BG-500ML)		W-E8321-DI		W-E8321-MS		Ice															
Pesticides (BG-500ML) (BG-1L)		X	W-E8321-DI	X	W-E8321-MS		X	W-PSNP-TQ		x	Ice	MCAA Exp.	MCAA Lot#	10	A						
		X	W-PCL-TQ-R	X	W-CARB-AA (5 ml of MCAA Buffer Solution)		X	W-CT-CL-R				12/20/22	118437								
		W-TR-SQ-R		W-PCB-TQ-R																	
Phytoplankton		DTY-QN-C		PKD-QN-BV		Ice															



RQ-2022-01-24-23	Collected By: Nicole Reistad, Monica Jaeger
Customer: FDEP	Field Report Prepared by: Nicole Reistad, Monica Jaeger
Project ID: SMP	Sampling Agency: FDEP
WIN ID/Field ID:  WIN ID/Field ID: G3SD0211	Comments: Microbiology sample(s) submitted to contract laboratory.

Location:
Location: LeeBranchAtDuncanRd

Matrix: Fresh (Check One) ☒ Grab ☐ Composite

Date and Time {EST}	DO (mg/L)	DO (%SAT)	Temp. ©	pH	Sample Depth (m)	Secchi Depth	Total Depth (m)	Sp COND (µmhos /cm)	Salinity (PPTH								
1/24/2022 1030	9.26	86.8	12.2	7.26	0.05	0.1	0.1	1851	0.95								
Parameter Suite		Parameter Methods				Preservation		pH Check	# Bottles sent to Lab	Bottle Group							
Preserved Nutrients (P-500ML)	W-NH3 / W-NO2NO3 / W-TKN / W-TOC / W-S-A-TP					Ice		H2SO4*	<2								
	Lot #				Exp:												
Metals (P-500ML)	W-ICPMS / W-ICP / W-HARD					Ice		HNO3*	<2								
	Lot #				Exp:												
Filtered Nutrients (P125ML)	W-PO4-F / Field Filtered 0.45 µm Filter					Ice											
	Filter Lot #	Syringe Lot #															
BOD (BP-1L)	OV-BODUNIN					Ice											
Chlorophyll (BP-1L)	CHLSUITE-W					Ice											
Physical/Aggregate (Fresh) (P-1L)	Alkalinity / W-F / W-TSS / TURBIDITY / W-Cl-IC / W-COLOR / W-SO4-IC / W- TDS					Ice											
Physical/Aggregate (Marine) (P-1L)	Alkalinity / W-BR-IC / W-F / W-TSS / TURBIDITY					Ice											
Macroinvertebrates (PJ-2L)	MI-FW-QLDC / Formalin Lot #					Formalin											
Periphyton (PT-50ML)	ALGAE-ID					Ice											
Microbiology (Contract Lab Bottle)	X	E Coli		F Coli		Enterococci		x	Ice	1							
	X	Contract Lab															
Molecular (QPCR-P-500ML)	PCR-HF183		PCR-BacR		PCR-DG3		Ice										
	PCR-GULL2		PCR-GFD														
Tracers (BG-500ML)	W-E8321-DI		W-E8321-MS				Ice										
Pesticides (BG-500ML) (BG-1L)	W-E8321-DI	W-E8321-MS			W-PSNP-TQ		Ice	MCAA Exp.	MCAA Lot#								
	W-PCL-TQ-R	W-CARB-AA (5 ml of MCAA Buffer Solution)			W-CT-CL-R												
	W-TR-SQ-R	W-PCB-TQ-R															
Phytoplankton	DTY-QN-C		PKD-QN-BV				Ice										



RQ-2022-01-24-23	Collected By: Nicole Reistad, Monica Jaeger
Customer: FDEP	Field Report Prepared by: Nicole Reistad, Monica Jaeger
Project ID: SMP	Sampling Agency: FDEP
WIN ID/Field ID:  WIN ID/Field ID: G3SD0181	Comments: Microbiology sample(s) submitted to contract laboratory.

Location:**Location:** Myrtle Slough @ Bermont

Matrix: Fresh

(Check One)

☒ Grab☐ Composite

Date and Time {EST}	DO (mg/L)	DO (%SAT)	Temp. °C	pH	Sample Depth (m)	Secchi Depth	Total Depth (m)	Sp COND (µmhos/cm)	Salinity (PPTH)
1/24/2022 955	6.61	64.6	14.2	7.32	0.1	0.2	0.2	521	0.25

Parameter Suite	Parameter Methods				Preservation			pH Check	# Bottles sent to Lab	Bottle Group			
Preserved Nutrients (P-500ML)	W-NH3 / W-NO2NO3 / W-TKN / W-TOC / W-S-A-TP				Ice		H2SO4*	<2					
	Lot #		Exp:										
Metals (P-500ML)	x	W-ICPMS	x	W-ICP	x	Ice	x	HNO3*	X	<2	1	A	
	Lot #		NA1105100		Exp: 06/07/22								
Filtered Nutrients (P125ML)	W-PO4-F		Field Filtered 0.45 µm Filter			Ice							
	Filter Lot #		Syringe Lot #										
BOD (BP-1L)	OV-BODUNIN				Ice								
Chlorophyll (BP-1L)	CHLSUITE-W				Ice								
Physical/Aggregate (Fresh) (P-1L)	Alkalinity / W-F / W-TSS / TURBIDITY / W-Cl-IC / W-COLOR / W-SO4-IC / W- TDS				Ice								
Physical/Aggregate (Marine) (P-1L)	Alkalinity / W-BR-IC / W-F / W-TSS / TURBIDITY				Ice								
Macroinvertebrates (PJ-2L)	MI-FW-QLDC	Formalin Lot #				Formalin							
Periphyton (PT-50ML)	ALGAE-ID				Ice								
Microbiology (Contract Lab Bottle)	X	E Coli		F Coli		Enterococci	x				Ice	1	A
	X	Contract Lab											
Molecular (QPCR-P-500ML)	PCR-HF183		PCR-BacR		PCR-DG3		Ice						
	PCR-GULL2		PCR-GFD										
Tracers (BG-500ML)	W-E8321-DI		W-E8321-MS			Ice							
Pesticides (BG-500ML) (BG-1L)	W-E8321-DI	W-E8321-MS		W-PSNP-TQ		Ice	MCAA Exp.	MCAA Lot#					
	W-PCL-TQ-R	W-CARB-AA (5 ml of MCAA Buffer Solution)		W-CT-CL-R									
	W-TR-SQ-R	W-PCB-TQ-R											
Phytoplankton	DTY-QN-C		PKD-QN-BV			Ice							



RQ-2022-01-24-23	Collected By: Nicole Reistad, Monica Jaeger
Customer: FDEP	Field Report Prepared by: Nicole Reistad, Monica Jaeger
Project ID: SMP	Sampling Agency: FDEP
WIN ID/Field ID:  WIN ID/Field ID: G3SD0212	Comments: Microbiology sample(s) submitted to contract laboratory.

Location:**Location:** LeeBranchAtRailroad

Matrix: Fresh

(Check One) ☒ Grab ☐ Composite

Date and Time {EST}	DO (mg/L)	DO (%SAT)	Temp. ©	pH	Sample Depth (m)	Secchi Depth	Total Depth (m)	Sp COND (µmhos /cm)	Salinity (PPTH
1/24/2022 1105	8.94	85.4	12.9	7.11	0.2	0.4	0.4	1692	0.86

Parameter Suite	Parameter Methods				Preservation		pH Check		# Bottles sent to Lab	Bottle Group				
Preserved Nutrients (P-500ML)	X	W-NH3 / W-NO2NO3 / W-TKN / W-TOC / W-S-A-TP			X	Ice	X	H2SO4*	X	<2	1	D		
		Lot #		SA1105060	Exp:	04/30/22								
Metals (P-500ML)		W-ICPMS		W-ICP	W-HARD		Ice		HNO3*		<2			
		Lot #		Exp:										
Filtered Nutrients (P125ML)	X	W-PO4-F		X	Field Filtered 0.45 µm Filter		X	Ice		1	D			
		Filter Lot #	17162587	Syringe Lot #	1091364									
BOD (BP-1L)		OV-BODUNIN					Ice							
Chlorophyll (BP-1L)	X	CHLSUITE-W				X	Ice					1	D	
Physical/Aggregate (Fresh) (P-1L)	X	Alkalinity / W-F / W-TSS / TURBIDITY / W-Cl-IC / W-COLOR / W-SO4-IC / W- TDS				X	Ice					1	D	
Physical/Aggregate (Marine) (P-1L)		Alkalinity / W-BR-IC / W-F / W-TSS / TURBIDITY					Ice							
Macroinvertebrates (PJ-2L)		MI-FW-QLDC	Formalin Lot #			Formalin								
Periphyton (PT-50ML)		ALGAE-ID					Ice							
Microbiology (Contract Lab Bottle)	X	E Coli			F Coli		Enterococci	X				Ice	1	D
	X	Contract Lab												
Molecular (QPCR-P-500ML)		PCR-HF183			PCR-BacR		PCR-DG3		Ice					
		PCR-GULL2			PCR-GFD									
Tracers (BG-500ML)		W-E8321-DI			W-E8321-MS			Ice						
Pesticides (BG-500ML) (BG-1L)		W-E8321-DI		W-E8321-MS			W-PSNP-TQ	Ice	MCAA Exp.	MCAA Lot#				
		W-PCL-TQ-R		W-CARB-AA (5 ml of MCAA Buffer Solution)			W-CT-CL-R							
		W-TR-SQ-R			W-PCB-TQ-R									
Phytoplankton		DTY-QN-C			PKD-QN-BV			Ice						



RQ-2022-01-24-23	Collected By: Nicole Reistad, Monica Jaeger
Customer: FDEP	Field Report Prepared by: Nicole Reistad, Monica Jaeger
Project ID: SMP	Sampling Agency: FDEP
WIN ID/Field ID:  WIN ID/Field ID: FB_01242022	Comments: Microbiology sample(s) submitted to contract laboratory.

Location:
Location: FB

Matrix: DI Water

(Check One) ☒ Grab ☐ Composite

Date and Time {EST}	DO (mg/L)	DO (%SAT)	Temp. °C	pH	Sample Depth (m)	Secchi Depth	Total Depth (m)	Sp COND (µmhos /cm)	Salinity (PPTH																
1/24/2022 1115																									
Parameter Suite		Parameter Methods				Preservation		pH Check	# Bottles sent to Lab	Bottle Group															
Preserved Nutrients (P-500ML)	X	W-NH3 / W-NO2NO3 / W-TKN / W-TOC / W-S-A-TP				X	Ice	X	H2SO4*	X	<2	1	E												
		Lot #		SA1105060		Exp:		04/30/22																	
Metals (P-500ML)		W-ICPMS		W-ICP		W-HARD			Ice																
		Lot #				Exp:					<2														
Filtered Nutrients (P125ML)	X	W-PO4-F		X	Field Filtered 0.45 µm Filter		X	Ice				1	E												
		Filter Lot #	17162587		Syringe Lot #	1091364																			
BOD (BP-1L)		OV-BODUNIN					Ice																		
Chlorophyll (BP-1L)		CHLSUITE-W					Ice																		
Physical/Aggregate (Fresh) (P-1L)	X	Alkalinity / W-F / W-TSS / TURBIDITY / W-CL-IC / W-COLOR / W-SO4-IC / W- TDS				X	Ice					1	E												
Physical/Aggregate (Marine) (P-1L)		Alkalinity / W-BR-IC / W-F / W-TSS / TURBIDITY					Ice																		
Macroinvertebrates (PJ-2L)		MI-FW-QLDC		Formalin Lot #			Formalin																		
Periphyton (PT-50ML)		ALGAE-ID					Ice																		
Microbiology (Contract Lab Bottle)		E Coli		F Coli		Enterococci			Ice																
		Contract Lab																							
Molecular (QPCR-P-500ML)		PCR-HF183		PCR-BacR		PCR-DG3			Ice																
		PCR-GULL2		PCR-GFD																					
Tracers (BG-500ML)		W-E8321-DI		W-E8321-MS					Ice																
Pesticides (BG-500ML) (BG-1L)		W-E8321-DI		W-E8321-MS		W-PSNP-TQ			Ice		MCAA Exp.	MCAA Lot#													
		W-PCL-TQ-R		W-CARB-AA (5 ml of MCAA Buffer Solution)		W-CT-CL-R																			
		W-TR-SQ-R		W-PCB-TQ-R																					
Phytoplankton		DTY-QN-C		PKD-QN-BV					Ice																



RQ-2022-01-24-23	Collected By: Nicole Reistad, Monica Jaeger
Customer: FDEP	Field Report Prepared by: Nicole Reistad, Monica Jaeger
Project ID: SMP	Sampling Agency: FDEP
WIN ID/Field ID:  WIN ID/Field ID: G3SD0214	Comments: Microbiology sample(s) submitted to contract laboratory.

Location:
Location: G3SD0214

Matrix: Marine (Check One) ☒ Grab ☐ Composite

Date and Time {EST}	DO (mg/L)	DO (%SAT)	Temp. °C	pH	Sample Depth (m)	Secchi Depth	Total Depth (m)	Sp COND (µmhos /cm)	Salinity (PPTH							
1/24/2022 1150	8.54	86.7	15.1	7.1	0.05	0.1	0.1	4669	2.51							
Parameter Suite		Parameter Methods				Preservation		pH Check	# Bottles sent to Lab	Bottle Group						
Preserved Nutrients (P-500ML)		W-NH3 / W-NO2NO3 / W-TKN / W-TOC / W-S-A-TP				Ice		<2								
		Lot #		Exp:												
Metals (P-500ML)		W-ICPMS / W-ICP / W-HARD				Ice		<2								
		Lot #		Exp:												
Filtered Nutrients (P125ML)		W-PO4-F / Field Filtered 0.45 µm Filter				Ice										
		Filter Lot #	Syringe Lot #													
BOD (BP-1L)		OV-BODUNIN				Ice										
Chlorophyll (BP-1L)		CHLSUITE-W				Ice										
Physical/Aggregate (Fresh) (P-1L)		Alkalinity / W-F / W-TSS / TURBIDITY / W-Cl-IC / W-COLOR / W-SO4-IC / W- TDS				Ice										
Physical/Aggregate (Marine) (P-1L)		Alkalinity / W-BR-IC / W-F / W-TSS / TURBIDITY				Ice										
Macroinvertebrates (PJ-2L)		MI-FW-QLDC	Formalin Lot #			Formalin										
Periphyton (PT-50ML)		ALGAE-ID				Ice										
Microbiology (Contract Lab Bottle)		X	E Coli		F Coli		Enterococci									
		X	Contract Lab			x	Ice		1	C						
Molecular (QPCR-P-500ML)		PCR-HF183 / PCR-BacR / PCR-DG3				Ice										
		PCR-GULL2 / PCR-GFD														
Tracers (BG-500ML)		W-E8321-DI / W-E8321-MS				Ice										
Pesticides (BG-500ML) (BG-1L)		W-E8321-DI	W-E8321-MS			Ice	MCAA Exp.	MCAA Lot#								
		W-PCL-TQ-R	W-CARB-AA (5 ml of MCAA Buffer Solution)													
		W-TR-SQ-R	W-PCB-TQ-R													
Phytoplankton		DTY-QN-C / PKD-QN-BV				Ice										



RQ-2022-01-24-23	Collected By: Nicole Reistad, Monica Jaeger
Customer: FDEP	Field Report Prepared by: Nicole Reistad, Monica Jaeger
Project ID: SMP	Sampling Agency: FDEP
WIN ID/Field ID:  WIN ID/Field ID: G3SD0213	Comments: Microbiology sample(s) submitted to contract laboratory.

Location:
Location: G3SD0213

Matrix: Marine (Check One) ☒ Grab ☐ Composite

Date and Time {EST}	DO (mg/L)	DO (%SAT)	Temp. ©	pH	Sample Depth (m)	Secchi Depth	Total Depth (m)	Sp COND (µmhos /cm)	Salinity (PPTH							
1/24/2022 1130	10.84	120.9	18.5	7.29	0.15	0.3	0.3	12649	7.29							
Parameter Suite		Parameter Methods				Preservation		pH Check	# Bottles sent to Lab	Bottle Group						
Preserved Nutrients (P-500ML)		W-NH3 / W-NO2NO3 / W-TKN / W-TOC / W-S-A-TP				Ice		<2								
		Lot #		Exp:												
Metals (P-500ML)		W-ICPMS / W-ICP / W-HARD				Ice		<2								
		Lot #		Exp:												
Filtered Nutrients (P125ML)		W-PO4-F / Field Filtered 0.45 µm Filter				Ice										
		Filter Lot #	Syringe Lot #													
BOD (BP-1L)		OV-BODUNIN				Ice										
Chlorophyll (BP-1L)		CHLSUITE-W				Ice										
Physical/Aggregate (Fresh) (P-1L)		Alkalinity / W-F / W-TSS / TURBIDITY / W-Cl-IC / W-COLOR / W-SO4-IC / W- TDS				Ice										
Physical/Aggregate (Marine) (P-1L)		Alkalinity / W-BR-IC / W-F / W-TSS / TURBIDITY				Ice										
Macroinvertebrates (PJ-2L)		MI-FW-QLDC	Formalin Lot #			Formalin										
Periphyton (PT-50ML)		ALGAE-ID				Ice										
Microbiology (Contract Lab Bottle)		X	E Coli		F Coli		Enterococci									
		X	Contract Lab			x	Ice		1	C						
Molecular (QPCR-P-500ML)		PCR-HF183 / PCR-BacR / PCR-DG3				Ice										
		PCR-GULL2 / PCR-GFD														
Tracers (BG-500ML)		W-E8321-DI / W-E8321-MS				Ice										
Pesticides (BG-500ML) (BG-1L)		W-E8321-DI	W-E8321-MS			Ice	MCAA Exp.	MCAA Lot#								
		W-PCL-TQ-R	W-CARB-AA (5 ml of MCAA Buffer Solution)													
		W-TR-SQ-R	W-PCB-TQ-R													
Phytoplankton		DTY-QN-C / PKD-QN-BV				Ice										

Benchmark EnviroAnalytical, Inc.
1001 Corporate Ave. Suite 102
North Port, FL 34289
(941) 625-3137 / (941) 240-3071 fax

BEAS Sample Receipt Temp. 1.8 °C

Checked at Benchmark EA South E85086
With Temperature Gun ID #7

Client Name: FDEP
Address: 2600 Blair Stone Rd.
Tallahassee, FL, 32399
Phone: (239) 344-5719
Email: dep-overflowmicro@dep.state.fl.us

Bill to: Frances Moore
P.O. #: Lab B95341

Project Name: RQ-2021

2022-01-24-23

Project Run/Location: SVP: charlotte CR105

Laboratory Submission #:

588010559

Station ID

Surface Water
Sample Matrix:
(Fresh / Marine)

Enterococci
E.coli (SM9223B Quantitray)

Laboratory
Sample #

Sample Type	E. coli = 250 mL ; Enteroc = 120 mL ; Fecal Coliform = 120 mL	
G3SD0125	F / M / Grab E.coli / Enteroc / F.coliform Date & Time: 1/24/22 905	1
G3SD0181	F / M / Grab E.coli / Enteroc / F.coliform Date & Time: 1/24/22 955	2
G3SD0211	F / M / Grab E.coli / Enteroc / F.coliform Date & Time: 1/24/22 955 1030	3
G3SD0212	F / M / Grab E.coli / Enteroc / F.coliform Date & Time: 1/24/22 1105	4
G3SD0213	F / M / Grab E.coli / Enteroc / F.coliform Date & Time: 1/24/22 1130	5
G3SD0214	F / M / Grab E.coli / Enteroc / F.coliform Date & Time: 1/24/22 1150	6

Sample Type is used to indicate whether the sample was a grab (G) or whether it was a composite (C).

Sample Matrix is used to indicate whether the sample is being discharged to drinking water (DW), groundwater (GW), surface water (SW), fresh surface water (FSW), soil surface water (SSW), soil sediment (SDM), or sludge (SLD).

Container Type is used to indicate whether the container is plastic (P) or glass (G).

Sample must be refrigerated or stored in ice after collection. The maximum temperature during storage should be 6°C (42.8°F). Under "Preservative," list any preservatives that were added to the sample container.

Each bottle has a label identifying sample ID, preservative used, date and time of collection, sample type, clear ID, and preservatives for analysis.

The following information should be added to each bottle label after collection with permanent black ink: date and time of collection, sample's name or initials, and any field number or ID.

All bottles not containing preservative may be mixed with appropriate sample prior to collection.

The client is responsible for documentation of the sampling event. Please note special sampling events on the sample custody form.

Laboratory Sample Acceptability:
pH < 2.0 BEAS Temperature: 1.8°C

1	Collector: MONICA Jaeger	Date: 1/24/22	Time: 1243	Received By: M. Jaeger	Date: 1/24/22	Time: 1243
2	Relinquished by:	Date:	Time:	Received By:	Date:	Time:
3	Relinquished by:	Date:	Time:	Received By:	Date:	Time:
4	Relinquished by:	Date:	Time:	Received By:	Date:	Time:
5	Relinquished by:	Date:	Time:	Received By:	Date:	Time: